

Aging Division

Wyoming Department of Health

Information and Education Bulletin

Subject: Data and Data Integrity

You have heard us say it before, and it is still true... “Data Drives Dollars”. Data is the basis for most decisions, and the underlying tool that we use to determine what we have, what we need, where we are, where we’re going, and how we are going to get there.

Data Integrity is defined as the quality of correctness, completeness, wholeness, soundness and compliance with the intention of the creators and owners of the data. The integrity of the data that is gathered has a direct impact on Aging Division programs and funding decisions. Funding decisions at the state and federal level are based, in part, on program performance information. Programs under-reporting services provided to clients may not be funded as much as they deserve. Programs over-reporting services provided are committing fraud and subject to penalties in the Aging Division’s Fraud PIN, and negatively impact clients, other providers and future funding.

It is important that Aging Division Contractors develop internal written procedures specific to their program(s) to ensure that data is gathered and maintained in a manner that is timely, accurate and complete AND entered correctly into the appropriate data systems (including and especially SAMS), timely, accurately and completely. Information in these procedures includes:

- Mechanisms for ensuring that the client has signed the appropriate release form annually authorizing release of their information to the Aging Division (client information cannot be released to the Aging Division without a signed form);
- Mechanisms for gathering information from the client;
- Mechanisms to ensure that backup documentation is maintained, and kept confidential where required;
- Mechanisms for verifying that services were provided in the manner reported;
- Mechanisms for inputting required data into SAMS;
- Mechanisms to ensure information is entered in a manner that is timely, accurate and complete;
- Mechanisms to correct incomplete, inaccurate or missing data;
- Mechanisms to ensure that user IDs and passwords for data systems are unique, protected, confidential and not shared with others (including the supervisors of employees); and,

- Mechanisms to ensure continuity of operations.

Contractors are responsible for training and assisting new and backup staff in these procedures for data entry. The Aging Division provides yearly training and online resources to assist, but contractors are ultimately responsible for the data entry procedures specific to their program(s).

Rev: 07-13-2009